



U.S. Consulate General Ciudad Juárez
Paseo de la Victoria #3650, Col. Partido Senecú
Ciudad Juárez, Chihuahua, México C.P. 32543

Applicant Service Center – Embassy Plaza
Paseo de la Victoria # 3640 Col. Partido Senecu
Ciudad Juárez, Chihuahua, México C.P. 32543

Non-Immigrant Visa Checklist

Applicant Service Center Appointment Date: _____ Appointment Time: _____

Consulate Interview Appointment Date: _____ Appointment Time: _____

What to expect at the **Applicant Service Center**:

- Arrive no more than 15 minutes early and no more than 30 minutes late for your appointment.
- Bring your valid passport, appointment & DS-160 application confirmation page.
- If children under 7 are not coming to the appointment, bring their photo.
- Be sure your confirmation page says “Ciudad Juárez” for the location selected.
- Be prepared for your photograph. Arrange hair away from ears and face and remove big earrings.
- You will have fingerprints taken of all 10 fingers.

What to expect at the **Consulate**:

- Arrive no more than 15 minutes early for your appointment.
- On the day of your consular appointment, all visa applicants must first report to the “Sala de Servicios Migratorios Municipal” located in the Embassy Plaza Shopping Center on the north side of the Consulate compound. Please do not arrive at the Municipal waiting area more than 30 minutes before your scheduled appointment.
- **Please be sure to have the following documents:** Appointment & DS-160 application confirmation page, passport, payment receipts and any visa you currently have.
- Bring proof of marital status. If you are applying for a visa other than a border crossing card, bring any document specific to that visa class.
- You should bring your family members' visas, even if they will not be traveling with you or applying for a visa.
- Do not bring any **prohibited items**, such as: any sharp objects, including pens; food; liquids; cell phones; cameras; nail clippers; mirrors; aerosols; cigarettes; matches, etc.
- You will pass through the security checkpoint, and a small ticket number will be attached to your confirmation page. You will be directed to the intake window and you will be requested to submit your appointment and DS-160 confirmation pages, receipts, previous visa and your passport, and then you will be directed to the appropriate waiting area.
- Be aware of the display screens. When your ticket number is displayed on the screen, go to the window number indicated.
- During the interview the consular officer may request the documents or the visas of your family members who are not applying.
- You will be asked to place your fingers on a small scanner screen. The Officer will tell you which hand to use.
- Your visa *will not* be returned to you, even if it is still valid.
- If your visa *is approved*, the officer will give you a document with instructions on how to pick up your visa at a DHL location.
- If your visa *is not approved*, the consular officer will provide you with a written explanation of the section of law that describes your ineligibility.
- When you receive your visa, check it thoroughly & carefully. Report any error immediately at cdjconsularpassback@state.gov

*The Consulate DOES NOT certify or recommend any provider of visa services or documents. Do not believe any representative or business who tells you that they either represent the Consulate or can provide you with documents or services that guarantee that you will receive a visa. **We take fraud seriously.** If it is discovered that you have provided false information or documents, it can prevent you from obtaining a visa.*

Additional information about U.S. visas is available at our web site <http://ciudadjuarez.usconsulate.gov/>